



# Springfield Primary School Safeguarding Policy

September  
**2018**

---



# Springfield Primary School Safeguarding/Child Protection Policy

## Contents

Page 2 - Safeguarding/ Child Protection Policy

Page 6- School Specific Safeguarding

Page 7- Emergency Procedure for Missing Child.

Appendix 1- Use of Photographs, videos and other images within School and in Social Media

Appendix 2 - Female Genital Mutilation Policy



## Springfield Primary School Safeguarding/Child Protection Policy

It is our collective responsibility to protect all children from physical, sexual, emotional harm and neglect. At Springfield there is a whole staff commitment to safeguard children. We will promote the welfare and safety of all our children. We take any suspicions, allegations or concerns about children seriously. We will follow the Sheffield Child Protection Policy; this may require us to record relevant information and liaise with appropriate agencies.

The three main elements of Safeguarding and child protection:

- a) Prevention:
- b) Protection:
- c) Support:

Our school will therefore:

- a) Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to.
- b) Ensure that children know that there are adults in the school who they can approach if they are worried or are in difficulty.
- c) Include in the curriculum, activities and opportunities for PHSE, which help equip children with the skills they need to stay safe from abuse.
- d) Include in the curriculum, material, which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.
- e) Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from other agencies.

### **FRAMEWORK**

In addition to Local Authority (LA) Sheffield Safeguarding Children Board (SSCB) guidance. Springfield Primary School will follow appropriate procedures and policies that are school specific. The Designated Safeguarding Lead (DSL) and deputy leads (DDSL) will monitor that procedures are followed in line with LA and school policies.

### **ROLES AND RESPONSIBILITIES**

The names of those carrying these responsibilities for the current year are:

DSL: Headteacher Linda Joseph

Deputy DSL: Deputy Headteacher /SENDCo Sally Holder, Learning Mentor Hannah Smith  
Assistant Headteacher Donna Pycroft

Nominated Governor for Safeguarding and Child Protection Mike Patterson

Their responsibilities include:

- Attending Child Protection conferences



## Springfield Primary School Safeguarding/Child Protection Policy

- Dealing with referrals
- Liaising with other agencies
- Giving advice to colleagues
- Organising/conducting training/ ensure all staff are appropriately trained in line with LA requirements.
- Ensuring that procedures and policies are adhered to.
- Checking that central records are up to date with appropriate checks for all adults working with children

Sheffield Safeguarding can be contacted for any help, support and further advice you may need.

### **PROCEDURES**

- We will follow the procedure set out in the procedure manual produced by Sheffield Area Child Protection Committee.
- All injuries, bruising, marks, cuts, burns, awkward/protective movements, need to be reported to the safeguarding team immediately.
- All permanent school staff will receive full training within the requirements of every 3 years,
- At least one staff meeting every year will be dedicated to Child Protection and the appropriate procedures to follow.
- On admission parents/carers are informed of school's duties and responsibilities in this area.
- Safeguarding Governors will be kept informed and a full report is submitted to all Governors annually.

### **HOW TO REPORT A CHILD PROTECTION CONCERN**

- Contact the DSL or deputy as soon as possible. A delay can significantly hinder the response of other agencies.
- Do not interrogate or ask the child leading questions but do make simple inquiries and record in detail. Include the circumstances, date and time when the information was received.
- Do not contact the parent/carers.
- Report all allegations no matter how insignificant they may appear. The DSL will add the documented information to any previous records.
- If a pupil demonstrates that they will only confide in their class teacher then immediate help should be sought in order to supervise their class.
- If an allegation is made about the Headteacher, the matter should be reported to the Chair of Governors and Safeguarding Governor who will then follow LA procedures.

### **TRAINING AND SUPPORT**

Our school will ensure that the DSL, Deputy DSL and the nominated Governor for Child Protection/ Safeguarding receive the advanced training relevant to their role. Staff will be trained in staff meetings and any issues, which arise, will be prioritised.



# Springfield Primary School

## Safeguarding/Child Protection Policy

### **PROFESSIONAL CONFIDENTIALITY**

- Confidentiality is an issue, which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child.
- Staff will be aware that they can never guarantee confidentiality to a child and that the member of staff must convey to the child that they have to inform the Safeguarding Team who may then need to contact other people about the issue.
- The class teacher will be informed that there are concerns about a child in their class but confidentiality will be maintained.

### **RECORDS AND MONITORING**

- Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concerns held about a child or children within our school, the status of such records and when these records should be passed on to other agencies.
- Factual observations only will be recorded, without embellishment.
- When any issue comes to light, the member of staff who has the initial concern/ observation records the details on CPOMS and alerts the safeguarding team. A member of the safeguarding team records the action taken on CPOMS. Any written information/ records on paper are filed in a locked cabinet in the Headteacher's office.
- Children, who have been identified as 'At Risk', will be monitored in terms of their progress and clear records will be maintained.
- These records will be passed to the Local Authority Designated Officer if requested or Social Services if a referral is made.
- CPOMS was introduced into school in September 2018 and all concerns are noted on this system. Historic records on paper remain in a locked cabinet in the Headteacher's office.

### **ATTENDANCES AT CHILD PROTECTION CONFERENCES**

Where necessary, the DSL or Deputy will attend a Child Protection Conference. They will also receive advice on how to produce relevant, concise and professional reports. If school has made a referral, the DSL will support staff to maintain a working relationship with parent/carers throughout the process.

### **SUPPORTING VULNERABLE PUPILS**

This requires a professional, sensitive approach in order that the child can receive appropriate help and support. This school will endeavour to support pupils through:

- a) The curriculum to encourage self-esteem and self-motivation.
- b) The school ethos which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
- c) The implementation of our school behaviour policy.
- d) Regular liaison with other professionals and agencies that support the pupils and their families.



## Springfield Primary School Safeguarding/Child Protection Policy

- e) A commitment to develop productive, supportive relationships with parents, whenever it is in the child's interests to do so.
- f) The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.

We recognise that, statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who work, in any capacity, with children with profound and multiple disabilities, sensory impairment and/or emotional and behaviour problems will need to be particularly sensitive to signs of abuse.

It must also be stressed that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support or protection.

### **SAFE SCHOOL, SAFE STAFF**

- Members of staff are advised to never put themselves in a vulnerable position where an allegation can be made against them. If necessary, the DSL or DDSL will accompany the member of staff when talking to a child.
- DBS and disqualification checks are standard practice to ensure that 'safe' staff are recruited into school.

Following any incident or alert an investigation and review of procedures, security and systems will be implemented and any changes actioned.

This policy was reviewed Sept 2018 and will be reviewed annually.

## **SCHOOL SPECIFIC SAFEGUARDING**

### **Safeguarding**

- Central Records in main office
- All staff, volunteers and third parties will be DBS checked and will be required to complete documentation to comply with Disqualification under the Childcare Act 2006.
- All staff trained up to date. (November 2016)
- Refresher training at start of year and regular updates at PDM's

### **Safe classrooms**

Children must not be left in classrooms unsupervised

### **Safe Children**

**Registers** — The adult in charge of the class is responsible for making sure that registers are accurate (See written procedure)

**Absences** — If we are not notified of a Child's absence school will make a phone call home after morning registers close to investigate.

Children should **NEVER** be left alone with students (Except teaching students), volunteers or non school staff. Senior leaders will authorise any outside agencies and other adults that come into



## Springfield Primary School Safeguarding/Child Protection Policy

school to work with children eg artists, Shakespeare Company etc this is to ensure that all relevant security checks have been done.

### TRIPS and VISITS

Children can only go on school trips if a SIGNED permission form is completed. Verbal permission can only be given when authorised by Headteacher or Deputy Headteacher for vulnerable children in exceptional cases.

### COLLECTION

All letters for activities where children need to be collected from school, will have their NAMED adults who can collect the children.

If an adult arrives who is not on the list then that cannot take the child until permission is given from a paren/carer.

### USE OF CARS

Under NO circumstance can any child travel in a car with any school adults unless. This is not negotiable. In an emergency, a taxi may be used with 2 adults accompanying. This is to protect adults and children.

### ENTRANCES and EXITS

All entrances to school are coded or on a buzzer. The Foundation Stage entrance (Bolton Street) is manned at specific times and must not be used as an exit during the day unless it is manned. The main entrance door is on a buzzer with a security camera.

This door can only be opened by the buzzer in the office following visual identification or after speaking to the visitor. ALL visitors must report to the main office.

The lock/handle on main entrance has been moved higher so that children are not able to open the door.

NO ONE IN SCHOOL WILL OPEN THE DOOR to children, parents, visitors or other staff from 8.30-3.30pm for security and safeguarding.

### MOBILE PHONES

For personal security and safeguarding **Mobile phones must be in lockers during teaching time.** If there is a personal reason for needing the phone at hand, please check with the Headteacher or Deputy Headteacher beforehand. **Under NO circumstances must you have photos of children from Springfield on your phone.**



Springfield Primary School  
Safeguarding/Child Protection Policy  
**EMERGENCY PROCEDURE**  
**Missing Child**

1. **Inform Senior Management immediately**
2. **SLT member to remain in main office to be point of contact/ information**
3. **Office staff check register of attendance and sign out book for Authorised Absence Slips**
4. **All available adults check:**
  - **Toilets, kitchens, other rooms office area, rest of school**
  - **Playgrounds**
  - **Outside of school; Bolton St and Cavendish St, Gell St Park, Broomspring Lane.**
  - **CCTV checked by trained member of staff**
5. **Parents informed by SLT**
6. **Police contacted if child not found within 30 minutes**

Following any incident or alert an investigation and review of procedures, security and Systems will be implemented and any changes actioned.





# Springfield Primary School

## Safeguarding/Child Protection Policy

**This applies to all staff, volunteers and students on work placement.**

**There are a number of things that you need to address when using images of people, especially children, some of which is contained in the Data Protection Act 1998:**

- You must get the consent of all parents of children appearing in the photograph or video/DVD image before it is created
- You must be clear why and what you'll be using the image for and who will see it
- If you use images from another agency, you need to check that the agency has obtained informed consent

### **Safeguarding issues:**

- Use equipment provided by the school to take the images and not personal devices
- Download and store images in a password protected area of the school network not on personal computers
- When images are stored on the system they should be erased immediately from their initial storage location e.g. camera
- Don't use full names or personal contact details of the subject of any image you use
- Children and families fleeing domestic abuse may be recognised via photos/images and whereabouts revealed to an abusive partner
- No images of a looked after child should be created or used without prior consent from Children's Social Care
- Don't use images of children in swimming costumes or other revealing dress – this reduces the risk of inappropriate use
- Always destroy images once consent has expired or the child has left your school

## **Appendix1**

### **Use of Photographs, videos and other images within School and in Social Media**

#### **Consider:**

- Are CCTV (security) cameras sited where they may compromise the privacy of individuals?
- How public are your display boards?
- What is the purpose and audience of video's and DVD's you have created?
- Are all of your images and media securely stored at your school?
- Images on websites, and other publicity can become public and outside your control
- Any implications of using images offsite
- The press are exempt from the Data Protection Act, if you invite them to your premises or event, you need to obtain prior consent from parents of children involved
- Including images from different ethnic groups and those of disabled children
- Check out any copyright implications

The Information Commissioner's Office guidance advises that photographs taken for personal use e.g. by parents at special events, at an education setting are not covered by the Data Protection Act.

#### **Useful links/resources:**

- **The Use of Cameras and Images within Educational Settings and in Social Media**
- **Online Safety section**  
[www.safeguardingsheffieldchildren.org.uk](http://www.safeguardingsheffieldchildren.org.uk)
- **Photographs and Videos, Information Commissioners Office, at:**  
[http://www.ico.gov.uk/for\\_the\\_public/topic\\_specific\\_guides/schools/photos.aspx](http://www.ico.gov.uk/for_the_public/topic_specific_guides/schools/photos.aspx)

# Springfield Primary School Safeguarding/Child Protection Policy





# Springfield Primary School Safeguarding/Child Protection Policy

## Appendix 2

### Female Genital Mutilation Policy

#### Introduction

Springfield Primary School has robust and rigorous safeguarding procedures and takes its responsibilities of child protection seriously.

This appendix describes Springfield's approach to safeguarding children from Female Genital Mutilation that is an addition to any specified in the local authority's Child Protection policy.

Female Genital Mutilation is a form of child abuse and as such is dealt with under the schools Child Protection/Safeguarding policy.

At Springfield Primary School Safeguarding is everybody's responsibility and it is the expectation that all Governors and staff adhere to and follow safeguarding policies.

#### Definition

The school uses the World Health Organisation definition "Female Genital Mutilation. (FGM) It comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs whether for cultural or no-therapeutic reasons." (World Health Organisation – 1997)

#### Guidance

The UK Government has issued advice and guidance of FGM that states: "FGM is considered child abuse in the UK and a grave violation of the human rights of girls and women."

In all circumstances where FGM is practiced on a child it is a violation of the child's right to life, their right to their bodily integrity, as well as their right to health.

The UK Government has signed a number of international human rights laws against FGM, including the Convention on the Rights of the Child. Girls are at particular risk of FGM during school summer holidays. This is the time when many families may take their children abroad for the procedure. Many girls may not be aware that they may be at risk of undergoing FGM. UK communities that are most at risk of FGM include Kenyans, Somalis, Sudanese, Sierra Leoneans, Egyptians, Nigerians and Eritreans.

However women from non-African communities that are at risk of FGM include Yemeni, Kurdish, Indonesian and Pakistani women.

As of January 2013 Ofsted included FGM in their "Inspecting Safeguarding" briefing for Inspectors Annex 4 contains questions and information about FGM for inspectors.

Below are excerpts from this document:

"...Designated senior staff for child protection in schools should be aware of the guidance that is available in respect of FGM, and should be vigilant to the risk of it being practiced. Inspectors should also be alert to this when considering a school's safeguarding arrangements, and where appropriate ask questions of the designated staff.



## Springfield Primary School Safeguarding/Child Protection Policy

### Key questions could include:

- Are designated senior leads for child protection up to date with the surrounding issues FGM and have they ensured that staff in school are aware of the potential risks?
- How alert are staff to the possible signs that a child has been subject to female genital mutilation or is at risk of being abused through it?
- Has the school taken timely and appropriate action in respect of concerns about particular children?"

In light of the above Springfield Primary School has implemented the following procedures.

### Procedures

Springfield Primary School has decided to take proactive action to protect and prevent our female pupils being forced to undertake FGM. The following steps are being taken:

1. Implementing a robust attendance policy that does not authorise holidays, extended or otherwise.
2. Providing FGM training for Child Protection leads and disseminated training for all staff dealing with children.
3. Holding FGM discussions with parents of children from practicing communities who are at risk; and
4. Providing PSHE and Sex and Relationship Education with a discussion about FGM with Year 6 girls.

### Indicators of FGM

In order to protect our children it is important that key information is known by all of the school community.

Indicators that a child is at risk of FGM or has been subjected to FGM:

- Prolonged absence from school with noticeable behavior change – especially after returning from holiday;
- Spending long periods of time away from the class during the day.
- The family comes from a community that is known to practice FGM – especially if there are elderly women present;
- In conversation a child may talk about FGM;
- A child may express anxiety about a special ceremony
- The child may talk or have anxieties about forthcoming holidays to their country of origin;
- Parent/Guardian requests permission for authorised absence for overseas travel or you are aware that absence is required for vaccinations.

A child who has undergone FGM will be seen as a child protection issue and appropriate referrals will be made.

If a woman has already undergone FGM – and it comes to the attention of any professional, consideration needs to be given to any Child Protection implications e.g. for younger siblings, extended family members and a referral made to other agencies as appropriate.



## Springfield Primary School Safeguarding/Child Protection Policy

### Actions

If you have concerns that a child is at risk then you may ask the child and their family to tell you about their holiday. Sensitively and informally ask about their planned holiday, asking questions such as:

- Who is going on the holiday with the child?
- How long they plan to go for and is a special celebration planned?
- Where are they going?
- Are they aware that the school cannot keep their child on roll if they are away for a long period?
- Are they aware that FGM including Sunna is illegal in the UK even if performed abroad?

If you suspect that a child is a victim of FGM you may ask the child:

- Your family is originally from a country where girls or women are circumcised – do you think you have gone through this?
- Has anything been done to you down there or on your bottom?
- Do you want to talk to someone who will understand you better?
  
- Would you like support in contacting other agencies for support, help or advice?  
These questions and advice are guidance and each case should be dealt with sensitively and considered individually and independently.

### Staff should not:

- Examine a student (unless part of their normal personal care, e.g. nappy-changing, disability care etc.)
- Treat such concerns as a 'domestic' issue
- Ignore what the student has told them or dismiss the need for immediate protection
- Decide that it is not their responsibility to follow up the allegation
- Discuss their concerns with the student's family or community, in advance of any enquiries by the police, adult or children's social care

Using this guidance is at the discretion of the Headteacher.

All interventions should be accurately recorded.

The Headteacher will seek advice about making referrals to other agencies.

This policy was reviewed September 2018